

Charter School Facility Application Submittal Requirements

Effective February 2003

The following items are necessary for a Charter School application package to be deemed complete by the Office of Public School Construction (OPSC) and the California School Finance Authority (CSFA):

Preliminary Apportionment Request

- Completed Form: Form SAB 50-09 (New 01/03), *Application for Charter School Preliminary Apportionment*.
- Appraisal or Preliminary Appraisal of the property to be acquired that is less than six months old; or Median Cost valuation, consisting of county recorder documentation of consummated sales transactions, within the General Location, or title insurance company escrow instruction(s) which indicate the agreed upon purchase price of the property(s) for pending real-estate sales. Submit with the consummated sales transactions and pending escrow instruction data a spreadsheet summary of the data in a price per acre format.
- Relocation and Department of Toxic Substance Control cost documents, if applicable, refer to Regulation Section 1859.145.1.
- A Cost Estimate for site development, which reflects 100 percent of the proposed work, outlined in Regulation Section 1859.76, and approved site development and off-site plans, when requesting more than \$70,000 per Proposed Useable Acres, refer to Regulation Section 1859.145.
- Form SAB 50-01, Form SAB 50-02 and Form SAB 50-03 for SFP New Construction Eligibility (if not previously submitted by the school district).

CSFA – Financial Soundness Documents (2 copies)

- Completed Form: Form CSFA 03-01, *Charter School Facilities Program Application*.
- All supporting financial documentation (e.g. Organization and Financial information, All Material Contracts, and Legal Status Questionnaire).

Submit *all* of the above documents to the OPSC no later than March 31, 2003.